



FYSA GOTSPORT PREBILL GUIDE [CLUB ADMINISTRATORS]

2023-2024
AS OF JULY 1, 2023





TABLE OF CONTENTS

| | |
|--|-----------|
| Pre-Bill Summary | 3 |
| Pre-Bill: Submit and Pay for Your Players | 4 |
| Direct Registration for Inter-Recreational and TOPSoccer Players | 11 |
| How to Upgrade a Recreational Player to Competitive | 12 |
| How to Add and Submit a Transfer Player | 15 |
| How to Add and Submit Players to the FYSA Tournament Roster Event | 18 |
| How to Add and Submit Coaches and Team Managers | 21 |
| Pre-Purchase a Credit for Membership Billing | 22 |
| How to Pay an Invoice as a Club | 24 |
| Safe Sport Tip!! Read This | 25 |



PRE-BILL SUMMARY

To continue supporting the always-evolving needs of our members, FYSA is excited to announce that beginning the 2023-2024 season, we will enable our membership **to purchase player passes individually, per team, or in bulk. Please note:**

- If you wish to purchase per team, please process payment **BEFORE** submitting any other teams. Each time a team is “submitted,” it will be added to the total amount due at check-out.
- FYSA does not charge for a pass for Coaching Staff or Team Managers; therefore, you will see a balance due of \$0.00. You will be required to “submit payment” to access a pass.
- Pre-bill will impact all players requiring a pass (competitive and inter-recreational: players participating in a league against teams from another club).
- In-house recreational and TOPS players will continue to be submitted via Direct Registration, payable in arrears.
 - FYSA will continue to send monthly reminders that payment is due.
 - The club will process payment.
 - You may process payment before the due date.
 - **Those wishing to pay by ACH, please email Franchesca Pineda at fpineda@fysa.com**

There are several advantages at the club level that make this a positive change, including:

- You [the club] will have more control over when a player pass is purchased through FYSA for the seasonal year.
- This will give your admin and registrar multiple opportunities to review all registrations before making a payment to assist with accuracy (i.e., reduce accidental registration charges)
- Roster Builder will now display a summary of all player requirements (age verification, photo, FYSA registration, etc.) to make finalizing rosters easier from start to finish.
- Players can be added to a team and not charged for their FYSA seasonal registration until you [the club] are ready.

What will be the pre-bill?

All competitive and inter-recreational teams and players (any player who will need a player pass to participate) will be pre-bill.

What will **NOT** be pre-bill?

In-house/ intra-recreational teams and players will stay **direct registration** (the same as the 2022-2023 season). FYSA will send a monthly email when payment is due.

Membership fees for the upcoming season will be as follows:

- | | |
|-----------------------------|---------|
| • Competitive Players | \$26.00 |
| • Recreational Players | \$13.00 |
| • Upgrade from Rec. -> Comp | \$13.00 |
| • Coach/Team Manager Pass | \$ 0.00 |
| • Background Check | \$40.00 |

Questions? Email jcannon@fysa.com or submit a [support ticket](#).



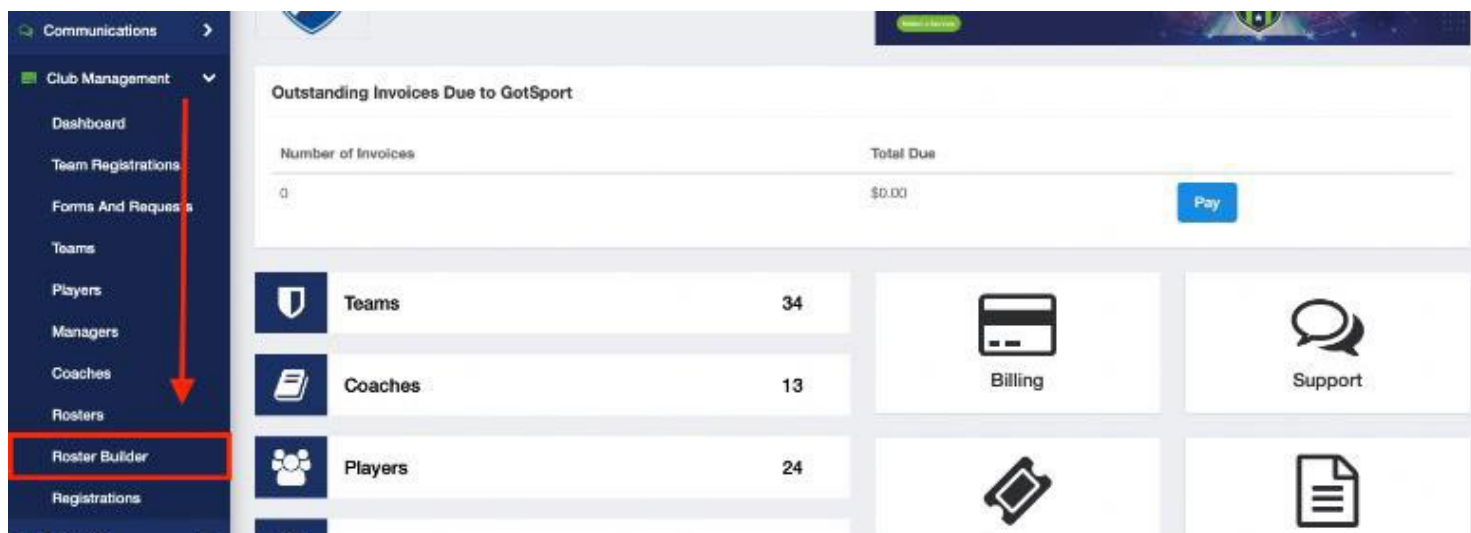
PRE-BILL: SUBMIT AND PAY FOR YOUR PLAYERS.

Commencing in 2023/2024, FYSA will implement Pre-billing for all [Competitive](#) and [Recreation Teams that require a pass](#). Background checks, in-house Recreational, and TOPSoccer Players will continue to be due for payment to be processed on the 1st of the month. FYSA will continue to send monthly reminders. Please note that payment will be processed administratively by the club.

- There will not be an additional charge to add players to league/tournament events or the FYSA Tournament Roster pathway.
- Inhouse Recreational and TOPSoccer players will continue to be submitted to FYSA via [Direct Registration](#).
- There is no charge for a pass for Coaches or Team Managers.
- Payment for background checks will become due on the 1st of the month. FYSA will email a reminder.
- **Passes/rosters will only be available once players have been successfully registered and paid for. Although there is no fee for Coaches or Team Manager passes, payment of \$0.00 must be submitted to print a pass.**
- **Clubs can continue to pay by ACH should they wish to do so. Please email Franchesca Pineda for assistance: fpineda@fysa.com**

To submit and pay for your players:

1. Log in to your GotSport account.
2. Click on Club Management -> Roster Builder.



3. select the FYSA Registration Event from the event drop-down -> click submit.

builder Find an Event Add Roster Season

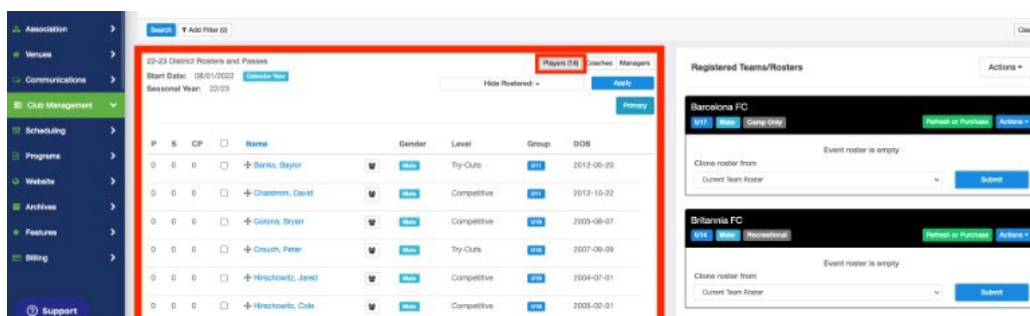
Select an event or roster season to continue

2022/2023 FYSA Registration Event (07/17/2022)



4. You can now start adding your Players to teams:

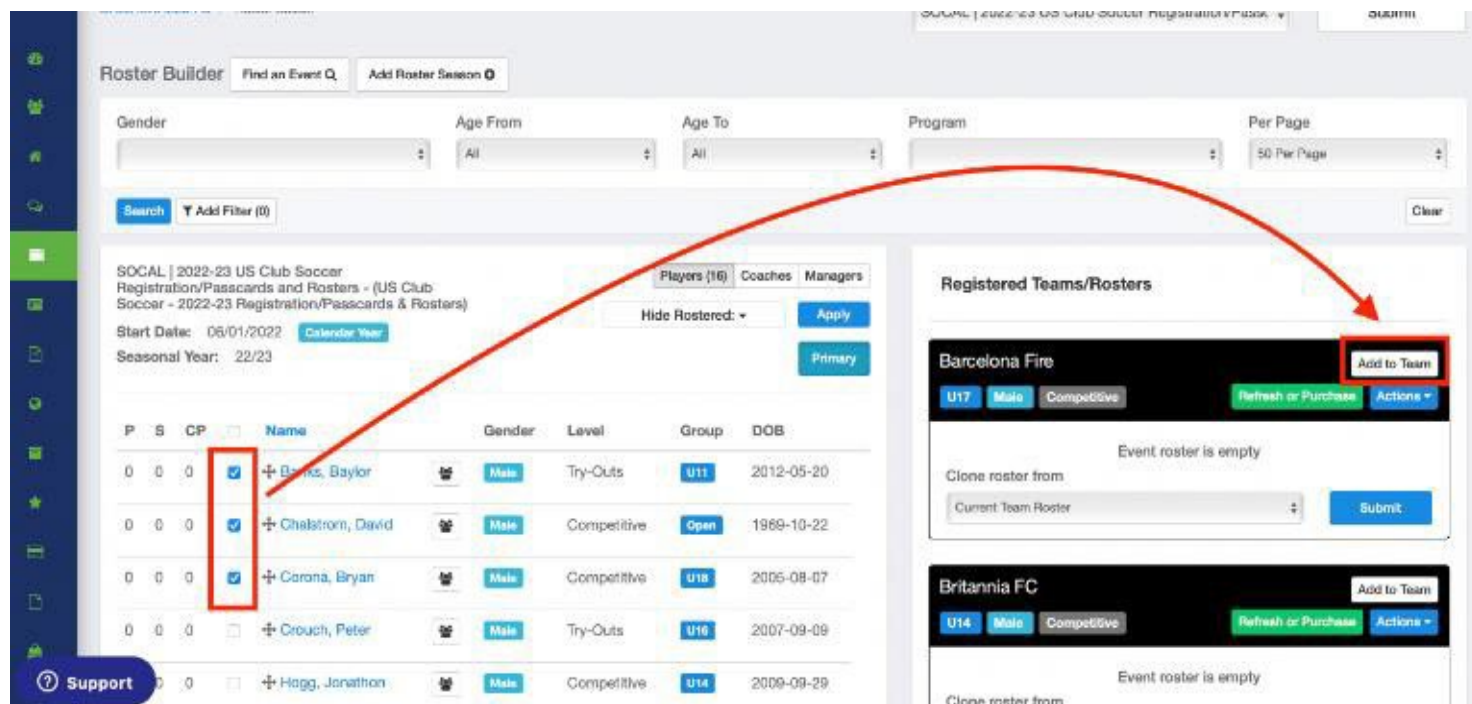
- The first list of names on the left will represent players that can be added to teams. The teams affiliated with the Registration Event will show on the right.



5. To add your Players to the roster, select the players you wish to add to the team by placing a checkmark in the box to the left of their name (you may use filters at the top of the page to isolate the required players). Then click ADD TO TEAM, located above and to the right of the team's name.

- Players and staff can now be added to the roster without all their individual requirements. However, even if payment has been submitted, the pass will be unavailable until all requirements are fulfilled.

Players will now be added to the team. Continue this step until you are ready to purchase a membership (which will enable you to access passes/roster).



NOTE:


You will see a series of icons next to the players. If this is the first time the player has been added to the team, they will only see the **YELLOW YIELD SIGN** and **RED DOLLAR SIGN**.

- The **YELLOW YIELD** symbol next to a player indicates that the requirements for that user have not been checked. **NOTE: This does not mean the requirements are not fulfilled. This indicates that they have not been reviewed yet. They will be checked on the next step.**





Britannia FC

U14 **Male** **Competitive** **Refresh or Purchase** **Actions**

Coach/Manager Name

| | | | | | |
|---|------------------|----|-------|---------|---|
|  | 1. Garcia, Jordi | \$ | Coach | Primary | × |
|---|------------------|----|-------|---------|---|

Player Name **Jersey** **Position** **Status**

| | | | | | | |
|--|-------------------|----|--|--|---|---|
|  | 1. Banks, Baylor | \$ | | | P | × |
|  | 2. Hogg, Derek | \$ | | | P | × |
|  | 3. Hogg, Lucy | \$ | | | P | × |
|  | 4. Hogg, Jonathon | \$ | | | P | × |

- The **GREEN CHECK BOX** symbol next to a player indicates that the requirements **HAVE** been checked and are completed.


Registered Teams/Rosters

[All Rosters](#)



Western Sonoma County WESCO 03/04G

U19 **Female** **Competitive** **\$** **...**

Coach/Manager Name

| | | | | | | |
|---|--------------------|----|-------|---------|---|-----|
|  | 1. Bernardi, Jonah | \$ | Coach | Primary | × | ... |
|---|--------------------|----|-------|---------|---|-----|

Player Name **Jersey** **Position** **Status**

| | | | | | | | |
|---|-------------------|----|----|----|---|---|-----|
|  | 1. Alley, Jake | \$ | -- | -- | P | × | ... |
|  | 2. Andersen, Ella | \$ | -- | -- | P | × | ... |

- The **RED DOLLAR SIGN** symbol next to a player indicates that that user has not been paid for yet.

Registered Teams/Rosters [All Rosters](#)

Western Sonoma County WESCO 03/04G

U19 Female Competitive

Coach/Manager Name

✓ 1 Bernardi, Jonah \$ Coach Primary ✕ ...

| Player Name | Jersey | Position | Status |
|--------------------|--------|----------|---------|
| ✓ 1 Alley, Jake | \$ | -- | P ✕ ... |
| ✓ 2 Andersen, Ella | \$ | -- | P ✕ ... |

- The **GREEN DOLLAR SIGN** symbol next to a player indicates that that user has been paid for.

Registered Teams/Rosters [All Rosters](#)

Western Sonoma County WESCO 03/04G

U19 Female Competitive

Coach/Manager Name

✓ 1 Bernardi, Jonah \$ Coach Primary ✕ ...

| Player Name | Jersey | Position | Status |
|--------------------|--------|----------|---------|
| ✓ 1 Alley, Jake | \$ | -- | P ✕ ... |
| ✓ 2 Andersen, Ella | \$ | -- | P ✕ ... |

- Once ready to purchase the memberships for a particular team, click on the REFRESH OR PURCHASE BUTTON next to that team's name.

Seasonal Year: 22/23 [Primary](#)

| P | S | CP | Name | Gender | Level | Group | DOB |
|---|---|----|--------------------|--------|-------------|-------|------------|
| 0 | 0 | 0 | ✚ Banks, Baylor | Male | Try-Outs | U11 | 2012-05-20 |
| 0 | 0 | 0 | ✚ Chalstrom, David | Male | Competitive | Open | 1988-10-22 |
| 1 | 0 | 0 | ✚ Corona, Bryan | Male | Competitive | U18 | 2005-08-07 |
| 0 | 0 | 0 | ✚ Crouch, Peter | Male | Try-Outs | U18 | 2007-09-09 |
| 1 | 0 | 0 | ✚ Hogg, Jonathon | Male | Competitive | U14 | 2009-09-29 |
| 1 | 0 | 0 | ✚ Hogg, Lucy | Female | Competitive | U14 | 2009-11-11 |

Barcelona Fire

U17 Male Competitive [Refresh or Purchase](#) [Actions](#)

Event roster is empty

Clone roster from

Current Team Roster [Submit](#)

Britannia FC

U14 Male Competitive [Refresh or Purchase](#) [Actions](#)

Coach/Manager Name

1, Garcia, Jordi \$ Coach Primary ✕

7. The system will now check all requirements. Any users missing a requirement will have a red error message next to their name. **You can still purchase a membership for all users listed. However, the player card will not be available for any user still missing a requirement.**

| Role | Name | Roster Status | Requirements | Fee | Paid Status |
|--------|------------------|---------------|---|---------|-------------|
| Player | Andersen, Ella | Primary | ✓ | \$24.00 | Unpaid |
| Player | Bury, Cassidy | Primary | ✓ | \$24.00 | Unpaid |
| Player | Dawson, Carolina | Primary | Dawson, Carolina: Player(s) must have a verified birth certificate. | \$24.00 | Unpaid |

8. To continue purchasing the memberships, click the **SUBMIT** button. **Please remember that each time you SUBMIT A TEAM, THE MEMBERSHIP FEES FOR THAT TEAM WILL BE ADDED TO THE OVERALL PAYMENT DUE. If you wish to avoid a large one-time payment, do not submit any other team's until payment has been made.** This will not impact your ability to add players to their teams within the Roster Builder.
- If you want to not continue with any players, click off of the pop-up and click the red X next to the users you want to remove (we cannot process any refunds for players inadvertently registered.).**

9. The users have now been added to your cart. You can now proceed to payment for those users by clicking on **VIEW SUMMARY**, or you can add more players to your cart by clicking on **REGISTER ANOTHER TEAM** and repeating from STEP 5.

| Role | Name | Roster Status | Requirements | Fee | Paid Status |
|--------|------------------|---------------|---|---------|-------------|
| Player | Andersen, Ella | Primary | ✓ | \$24.00 | Unpaid |
| Player | Bury, Cassidy | Primary | ✓ | \$24.00 | Unpaid |
| Player | Dawson, Carolina | Primary | Dawson, Carolina: Player(s) must have a verified birth certificate. | \$24.00 | Unpaid |

10. You will now be in your cart. Click on PAY NOW and enter your credit card on the pop-up to complete payment. Once done, you will receive confirmation of your payment, and your memberships are now successfully purchased. If you do not wish to pay for your in-house recreational players or background checks until the due date, select the Pay Now option located next to the Competitive Membership fees.

- You can access the landing page anytime via club management -> registrations.
- Click "Pay Now," which will open a window confirming the amount that will be processed. Click on this amount.
- Enter the credit card to which you wish to process payment (the amount is also confirmed on this page). Once the card information has been entered, click "pay."

The screenshot shows the Florida Youth Soccer Association registration page. A sidebar on the left contains navigation links: Roster Builder, Registrations (highlighted), Hidden Players, Scheduling, Programs, Archives, Features, and Support. The main content area displays a table of fees for the 23/24 season. The table has columns for ID, Role Type, Competitive Level, Fee, Total, Billed, Amount Billed, Invoiced, Amount Invoiced, and Balance. Three rows are visible: ID 2221 (Player, Competitive, \$26.00), ID 2222 (Player, Recreational, \$13.00), and ID 2255 (Coach, Manager, Competitive, \$0.00). Red circles highlight the 'Competitive Level' and 'Fee' columns. To the right of the table, there are 'Pay Now' buttons for each row. A red arrow points to the 'Pay Now' button for ID 2221 with the text 'Click here to pay individual balances'. At the bottom of the table, a summary shows 'Balance: \$234.00 (15)' and a 'Pay Now' button. A red arrow points to this button with the text 'Click here to pay total balance'.

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance |
|------|----------------|-------------------|---------|-------|--------|---------------|----------|-----------------|---------------|
| 2221 | Player | Competitive | \$26.00 | 4 | 4 | \$104.00 | 0 | \$0.00 | \$104.00 (4) |
| 2222 | Player | Recreational | \$13.00 | 10 | 10 | \$130.00 | 0 | \$0.00 | \$130.00 (10) |
| 2255 | Coach, Manager | Competitive | \$0.00 | 2 | 2 | \$0.00 | 1 | \$0.00 | \$0.00 (1) |

Balance: \$234.00 (15)

The screenshot shows the GotSport Summary page for the Florida Youth Soccer Association. The page has a header with 'Summary' and 'Details' tabs. The main content area displays the same table of fees as the previous screenshot. A red box highlights the 'Pay Now' buttons for ID 2221 and ID 2222. A red arrow points to the 'Pay Now' button for ID 2221 with the text 'Click here to pay individual balances'. At the bottom of the table, a summary shows 'Balance: \$234.00 (15)' and a 'Pay Now' button. A red arrow points to this button with the text 'Click here to pay total balance'.

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance |
|------|----------------|-------------------|---------|-------|--------|---------------|----------|-----------------|---------------|
| 2221 | Player | Competitive | \$26.00 | 4 | 4 | \$104.00 | 0 | \$0.00 | \$104.00 (4) |
| 2222 | Player | Recreational | \$13.00 | 10 | 10 | \$130.00 | 0 | \$0.00 | \$130.00 (10) |
| 2255 | Coach, Manager | Competitive | \$0.00 | 2 | 2 | \$0.00 | 1 | \$0.00 | \$0.00 (1) |

Balance: \$234.00 (15)

Note: You can review all users in your cart by clicking on DETAILS at the top of the page. When reviewing the players, the Invoice ID and Payment ID will be blank until payment is submitted. **NO REFUNDS WILL BE ISSUED FOR PASSES PURCHASED IN ERROR.** You can remove memberships from your cart by clicking the "Delete" button.

Note: You only have the option to remove memberships from your cart that have yet to be PAID FOR.

SummaryDetails

Click "Details" to see the names of the players you are purchasing memberships for.

641G82739 / Member Registrations / Summary / Checkout

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YYYY

CVC Code

CVV

Pay

FLORIDA YOUTH SOCCER ASSOCIATION

23/24

Member Registrations

10

Pay Now

\$130.00

The amount that will be charged to the credit card.

| in | Bill To Org | Member Event | Seasonal Year | Team Level | Team | Invoice ID | Payment ID | Registration Type | Created |
|----|------------------------------------|--------------|---------------|--------------|------|------------|------------|-------------------|---|
| | Western Sonoma County Youth Soccer | | 21/22 | Competitive | | 1125635 | 631735 | coach | 06/07/2021 20:47 |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | coach | 06/03/2021 21:49 Delete |
| | Western Sonoma County Youth Soccer | | 22/23 | Recreational | | | | coach | 06/03/2021 21:49 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | coach | 06/03/2021 21:49 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |
| | Western Sonoma County Youth Soccer | | 21/22 | Recreational | | | | player | 06/03/2021 21:47 Delete |

Click SUMMARY at the top of the page to return to your cart. Make sure to choose the correct seasonal year in the drop-down menu.

SummaryDetails

CHESTERFIELD / Member Registrations / Summary

Seasonal Year22/23

Submit



10. Return to step 10 and complete payment. You have now successfully purchased your memberships.



DIRECT REGISTRATION FOR INTER-RECREATIONAL PLAYERS/TOPSOCCER

All recreational/TOPSoccer players that do not require a pass will have their memberships with FYSA created by Direct Registration (this may be upgraded to a competitive level at any point during the season and will be outlined later in this guide).

The data must be submitted accurately, as this will create your billing. It is recommended that you use the filter option to ensure that you capture the correct players to submit to FYSA. **We are unable to process any refunds for players submitted in error.**

1. Click on Club management -> players -> utilize the filters to isolate the players you wish to submit to FYSA
2. Select the checkboxes next to the players you want to submit or select the box at the top to Select All. You will then have the option to choose all the players listed by clicking on the option at the top of the page. This will also confirm the number of players being submitted to FYSA. **Please ensure this number is correct, as this will determine the number of players invoiced.**
3. Once you click "Register," a new box will open. Select:
 - a. Florida Youth Soccer Association for the organization to submit players to
 - b. The correct seasonal year
 - c. Competitive level (either Recreational or TOPS).
 - d. Click "Register" to submit the players to FYSA.

50 Per Page

Players

Export Add Player

Displaying Users 1 - 50 of 89 in total All on page selected. Select all 89 Players in collection? Click here to select all the players

Bulk Actions (50) Send Message Register Comp Level/Affiliation Add Flag Create Form Registrations Archive Players Bulk Register Remove Club Role

Add to Team Remove from Team

Expand and Send Screenshots

Name Teams Email/UserID Gender DOB Age Level Phone

https://system.gosport.com/org/641g62790/players?uid=WE2%3C%332per_page=50filters%3Bfill-0%5D%5Btype%5D=User%3Bseasonal_year%3Bfilters%3Bfill-0%5D%5Boperator%5D=is%3Bfill-0%5D%5B...

New Member Registration

Send Selected Players To

Seasonal Year

Level



- you will be diverted to the summary page once the players have been successfully submitted. You may process payment now or wait until the reminder has been received from FYSA.

641G82739 / Member Registrations / Summary

Seasonal Year: 23/24

Florida Youth Soccer Association Account: Jacqui FC - Registration

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance | |
|------|----------------|-------------------|---------|-------|--------|---------------|----------|-----------------|---------------|--|
| 2221 | Player | Competitive | \$26.00 | 4 | 4 | \$104.00 | 0 | \$0.00 | \$104.00 (4) | <input type="button" value="Pay Now"/> |
| 2222 | Player | Recreational | \$13.00 | 10 | 10 | \$130.00 | 0 | \$0.00 | \$130.00 (10) | <input type="button" value="Pay Now"/> |
| 2255 | Coach, Manager | Competitive | \$0.00 | 2 | 2 | \$0.00 | 1 | \$0.00 | \$0.00 (1) | <input type="button" value="Submit"/> |

Balance: \$234.00 (15)

HOW TO UPGRADE A RECREATIONAL PLAYER TO COMPETITIVE.

During the seasonal year, upgrading a player from a recreational to a competitive level may be necessary to be rostered to a competitive team.

- Navigate to the roster builder and use the appropriate filters to locate the player and team to which you wish to roster them.

2023-2024 FYSA Registration Event

Start Date: 07/01/2023

Calendar Year

Seasonal Year: 23/24

Players (1) Coaches Managers

Hide Rostered:

Primary Club Pass

Registered Teams/Rosters

Gunners R US

U13 Female Competitive

Refresh or Purchase

Coach/Manager Name

1. Cannon, \$ Coach Primary

2. Willis Ashley, \$ Coach Assistant 1

Seeing 0 confirms the player is not currently rostered. If you see 1 under P, click the box to see where the player is rostered

2. Click on the toggle to drag/drop the player onto the team - there is no need to adjust the competitive level, as the software will complete this for you based on the level of the team. Enter the jersey number and click Add Player.

New Roster

Position

Select One

Jersey

24

Status

P

Add Player

Gunners R US

U13

Female

Competitive

Actions

Refresh or Purchase

Coach/Manager

Name

✓ 1. Cannon, Jacqui

\$ Coach

Primary

✕

✓ 2. Willis, Ashley

\$ Coach

Assistant 1

✕

Player Name

Jersey

Position

Status

⚠ 1. Barnes, Phoebe

\$ 24

--

P

✕

✓ 2. CASTILLO

\$ --

--

P

✕



- The player is added to the roster, after which if you wish to purchase the pass, click Refresh or Purchase -> Submit -> View Summary.

This will direct you to the Summary, showing that the player has been added as an Upgrade with a fee of \$13.00 (\$13.00 recreational fee + \$13.00 upgrade fee = \$26.00 competitive fee).

The recreational and upgrade fees must be paid to access a pass. A competitive level and a fee of \$13.00 will always indicate that a player has been initially registered at a recreational level and subsequently added to a competitive team.

Summary

Details

641G82739 / Member Registrations / Summary

Seasonal Year 23/24

Submit

Florida Youth Soccer Association

Account: Jacqui FC - Registration

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance | |
|------|----------------|-------------------|---------|-------|--------|---------------|----------|-----------------|---------------|--------------------|
| 2221 | Player | Competitive | \$26.00 | 4 | 4 | \$104.00 | 0 | \$0.00 | \$104.00 (4) | <div>Pay Now</div> |
| 2222 | Player | Recreational | \$13.00 | 47 | 47 | \$611.00 | 0 | \$0.00 | \$611.00 (47) | <div>Pay Now</div> |
| 2223 | Player | Competitive | \$13.00 | 1 | 1 | \$13.00 | 0 | \$0.00 | \$13.00 (1) | <div>Pay Now</div> |
| 2255 | Coach, Manager | Competitive | \$0.00 | 2 | 2 | \$0.00 | 1 | \$0.00 | \$0.00 (1) | <div>Submit</div> |

Explain and Send Screenshots
https://system.gosport.com/org/641g82739/member_registrations/fees/seasonal_year=2023-06-01

Balance: \$728.00 (53)

Pay Now



HOW TO ADD AND SUBMIT A TRANSFER PLAYER

These instructions will show you how to register a new player coming over to your club and add them to a roster after they already have an initial registration attached to them. **A player can only be added to the roster if their previous organization has released them from the Registration Event.**

1. Log into your GotSport account.
2. Add the player to your club account via Club Management -> Player-> Add new Player.
3. Here, you will look up that player and add them to your account **(to link immediately, date of birth, first name, last name, email userID, and zipcode -> click select).**

Select the correct level from the Comp Level to drop down -> add a user.

Add User

DOB: February 26, 2008

First Name: Lyla

Last Name: Bentley

Email/UserID (optional): racho3@demo.com

Postal Code (optional): 32835

Search

Bentley, Lyla
Jacqui FC - Player

Click here to add the player to your club →

Select

Explain and Send Screenshots
<https://system.gotsport.com/org/641g82739/players>

From the Comp Level dropdown box, select FYSA Competitive -> click to add a user.

Lyla Bentley

« Back

LB

Lyla Bentley

02/26/2008

Role Name: Player

Jacqui FC

Comp Level*: Competitiv

Add User

If adding the player only using their date of birth, first name, and last name, an email will be sent to the userID email address requesting that the role is approved. The link expires 24 hours, after which it must be resent. Until completed, you cannot locate the players' information within the Roster Builder.

- Once in your club account, go to Club Management, select Roster Builder, select FYSA Registration Event, and then click Submit.

JACQUI FC / Roster Builder

Filters are your friend! Select the competition type to reduce the number of options available in the Roster Builder

Affiliation: Select One...
Competition Type: Registration
Seasonal Year: 23/24
Apply

Roster Builder Find an Event Add Roster Season

Select an event or roster season to continue
2023-2024 FYSA Registration Event (07/01/2023) Submit

- Add the player to the roster as previously outlined. You will now see the player listed on the team roster with a green check and a red dollar sign next to the player's name.

Registered Teams/Rosters

2007 Girls Elite
U17 Female Competitive Refresh or Purchase Actions

| Player Name | Jersey | Position | Status |
|-------------------------|--------|----------|--------|
| ✓ 1. Baughman, Caroline | \$ -- | -- | P T |

Click the green Refresh button, then click Submit on the next pop-up.

Member Registration

Roster

| Role | Name | Roster Status | Requirements | Fee | Paid Status |
|--------|--------------------|---------------|--------------|--------|-------------|
| Player | Baughman, Caroline | Primary | ✓ | Unpaid | Unpaid |

Member Registration
Florida Youth Soccer Association - Demo

Team: 2007 Girls Elite
Event: 23/24 FYSA Demo Registration Event
Seasonal Year: 23/24
Send Selected Players To: Florida Youth Soccer Association - Demo
Level: Competitive

Submit

The player has now been submitted to FYSA. The fee is \$0.00 as this is the players' second registration



during the seasonal year.

6. Click View Summary next to the player of your players' registrations.

The screenshot shows the 'Member Registration' interface. On the left, there is a 'Roster' table with columns: Role, Name, Roster Status, Requirements, Fee, and Paid Status. The table contains one row for a player named 'Baughman, Caroline' with a 'Primary' status, a green checkmark in the 'Requirements' column, a fee of '\$0.00', and a 'Paid Status' of 'Unpaid'. On the right, there is a 'Member Registration' section with a blue box stating 'REGISTRATIONS SUBMITTED' and a 'View Summary' button. Below this, there is an 'Account' section for 'Ackerman SC - Registration' with a 'Balance: \$0.00 (1)' and another 'View Summary' button. A red arrow points to the 'View Summary' button in the account section.

| Role | Name | Roster Status | Requirements | Fee | Paid Status |
|--------|--------------------|---------------|--------------|--------|-------------|
| Player | Baughman, Caroline | Primary | ✓ | \$0.00 | Unpaid |

7. Click Submit one final time to show a check-out summary for the player(s) you paid for.

The screenshot shows the 'Checkout' interface. On the left, there is a 'Submit Registrations' section with a 'Submit' button. A red arrow points to the 'Submit' button. On the right, there is a summary table with the following data:

| FLORIDA YOUTH SOCCER ASSOCIATION - DEMO 23/24 | |
|---|--------|
| Member Registrations | 1 |
| Pay Now | \$0.00 |

The screenshot shows the 'Checkout Summary' interface. At the top, there is a green banner stating 'Payment processed successfully'. Below this, there is a 'Checkout Summary' section with a 'Thank you' message and a summary table with the following data:

| Thank you. A successful payment was made to account ID 4043128. | |
|---|---------|
| Account ID | 4043128 |
| Payment ID | 5502940 |
| Amount | 0.00 |
| Member Registrations | 1 |

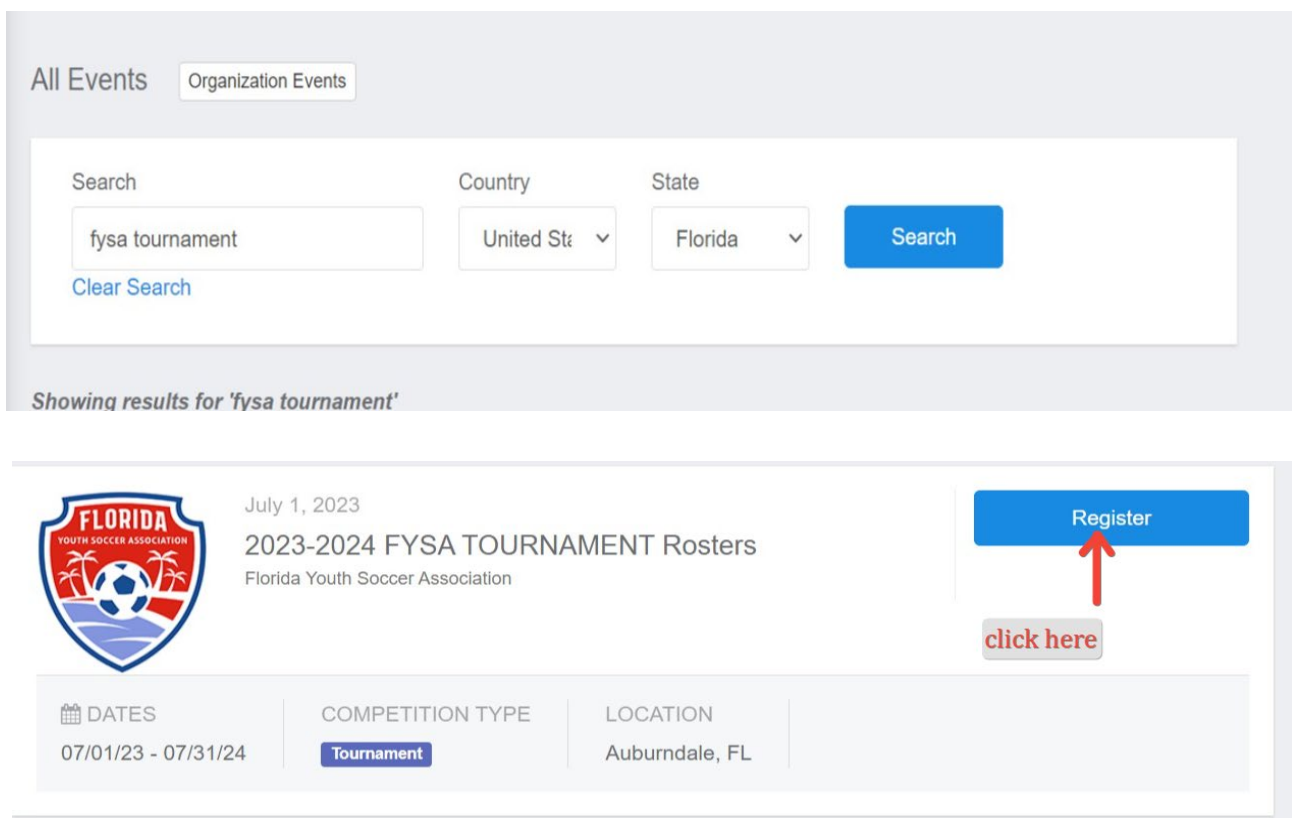
8. When you return to the roster builder, a green dollar sign will be next to the players' name, indicating they have been paid for and making the pass available.

HOW TO ADD/SUBMIT PLAYERS TO THE FYSA TOURNAMENT ROSTER EVENT.

The instructions below demonstrate how to submit your teams to the FYSA Tournament Rosters event. This will enable you to build an event roster that will **not** impact your FYSA Registration Event or League Event documents. Therefore, a correct event roster can be created by adding/removing players (including guests from a loaning club), which is then coned to the specific tournament (this results in the match card being printed correctly, in addition to providing a correct pdf of passes to present for check-in).

PLAYERS MUST BE ROSTERED TO A TEAM WITHIN THE FYSA REGISTRATION EVENT BEFORE PROCEEDING.

1. Register the team to the FYSA Tournament Roster Event. From the Dashboard, click CLUB MANAGEMENT, then select TEAMS from the left-hand menu. Register your team to the FYSA Tournament Event (Registration Tab -> Click All Events -> enter FYSA Tournament -> click Search). **There is no fee for this service.**



All Events Organization Events

Search Country State

fysa tournament United States Florida Search

Clear Search

Showing results for 'fysa tournament'

FLORIDA YOUTH SOCCER ASSOCIATION

July 1, 2023

2023-2024 FYSA TOURNAMENT Rosters

Florida Youth Soccer Association

Register

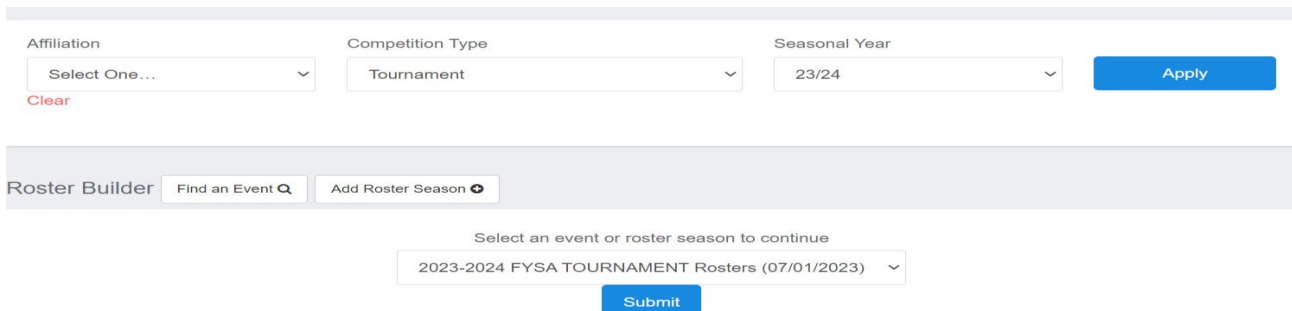
click here

DATES 07/01/23 - 07/31/24

COMPETITION TYPE Tournament

LOCATION Auburndale, FL

2. Via the Roster Builder, navigate to the event.



Affiliation Select One... Competition Type Tournament Seasonal Year 23/24 Apply

Clear

Roster Builder Find an Event Add Roster Season

Select an event or roster season to continue

2023-2024 FYSA TOURNAMENT Rosters (07/01/2023)

Submit

3. There are two ways to add your players to the tournament roster:



Select the Clone Roster From your FYSA Registration Event and CLICK SUBMIT (shown in red in the photo below). Removing a player from this roster will not impact the Registration Event/League events. **You can also add players already linked in the Registration Event to a different team in the tournament event without receiving an error message** (for example, if creating a select tournament team).

OR

Manually select the Players from the list on the left and select Add to Team. BEFORE you add a player, you must first select Primary (Blue), Club Pass (Orange), and Guest (Light Blue), then either check off the player and click Add to Team: or Drag and Drop the player onto the correct team. (Shown in blue in the photo below).

Player status options:

- **Primary Players (P)** are those registered to your club and primary to this team
- **Club Pass Players (CP)** are approved Primary players to your club, which you're using to play with another team within your club.
- **Secondary Players (S)** are players from outside of your own club that are also rostered to your team for the season. **NOTE: Secondary/ Dual Rostering will only refer to Players playing in 2 different clubs.**
- **Guest Players (G)** are players from outside your club that are guests playing for your club in a particular event. **IMPORTANT: The outside-of-the-club guest player can only be added if the proper electronic Guest Form has been executed and approved by both clubs**

Gunners R US

U13 Female Competitive ☒ Actions

| Coach/Manager Name | | | |
|--------------------|-------------------|----------|---|
| ✓ | 1. Cannon, Jacqui | \$ Coach | Primary <input checked="" type="checkbox"/> |
| ✓ | 2. Willis, Ashley | \$ Coach | Assistant 1 <input checked="" type="checkbox"/> |

Event roster is empty

Clone roster from

2023-2024 FYSA Registration Even

Submit

From the dropdown, select the registration event -> submit

Players who have met roster eligibility and purchased their membership will show a green check mark against



Gunners R US

U13

Female

Competitive

Actions

Coach/Manager Name

✓

1. Cannon, Jacqui

\$

Coach

Primary

✗

✓

2. Willis, Ashley

\$

Coach

Assistant 1

✗

Player Name

Jersey

Position

Status

✓

1. Barnes, Phoebe

\$

24

--

P

✗

✓

2. CASTILLO GONZALEZ, Daisy

\$

--

--

P

✗

VALID ONLY FOR
US YOUTH SOCCER
RECOGNIZED PURPOSES

MEMBER PASS **SSC** **CDC**
Coach Primary: P R/M Approved: 06/05/2023

Association: FL Age Group: U13
Level: Competitive

Name: Jacqui Cannon
Birthdate: 03/27/1966

Club: Jacqui FC
Team: Gunners R US
Team I.D.#: 389305

Season: 23/24
ID #: 19225374



ACCESSING PASSES FOR COACHES AND TEAM MANAGERS

FYSA does not charge a membership fee for coaches and team managers. To access their pass, they must be added to the Registration Event and have fulfilled all risk management requirements. The steps below will outline how to access their pass.

1. Once the coach has been added to the roster, and met all risk management requirements, click Refresh or Purchase. Then click Submit, followed by View Summary.
2. From the Summary page, click Submit on the Coach/Manager line:

641G82739 / Member Registrations / Summary

Seasonal Year 23/24

Florida Youth Soccer Association Account: Jacqui FC - Registration

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance | |
|------|----------------|-------------------|---------|-------|--------|---------------|----------|-----------------|--------------|--|
| 2221 | Player | Competitive | \$26.00 | 5 | 5 | \$130.00 | 0 | \$0.00 | \$130.00 (5) | <input type="button" value="Pay Now"/> |
| 2255 | Coach, Manager | Competitive | \$0.00 | 2 | 2 | \$0.00 | 0 | \$0.00 | \$0.00 (2) | <input type="button" value="Submit"/> |

Balance: \$130.00 (7)

Click Submit a second time.

641G82739 / Member Registrations / Summary / Checkout

Submit Registrations

←

FLORIDA YOUTH SOCCER ASSOCIATION
23/24

Member Registrations 2

Pay Now \$0.00

Once finalized, the pass will be available.



PRE-PURCHASE A CREDIT FOR MEMBERSHIP BILLING

1. Log in to your account ([How to Login](#))
2. Click on the **Registration Billing** account on your dashboard

| Registration Billing | | |
|---|---|--------------|
| Acct # | Organization | Category |
| 3682021 - Florida Youth Soccer Association - Demo | Florida Youth Soccer Association - Demo | Registration |

3. Click on the Change Payment method

Account #3682021 - Florida Youth Soccer Association - Demo

| | |
|------------------|---|
| Organization | Florida Youth Soccer Association - Demo |
| Contact Name | Florida Youth Soccer Association - Demo |
| Accountable type | Organization |
| Contact Email | jcannon@fysa.com |
| Category | Registration |
| Voucher Code | |
| Payment Method | Change Payment Method |

TOTAL BALANCE: **\$0.00****DUE NOW:** **\$0.00**[Current Account Statement \(PDF\)](#)

4. Enter your credit card details and click Change Payment Method

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Expiration Month

Expiration Year

CVV

Postal Code

Change Payment Method

5. Click on New Payment

Payments [+ New Payment](#)



6. Enter the amount of credit you would like to purchase and **click PAY**

New Payment

Amount
90

Payment Method
Credit Card

Accounting Code

Notes

Pay

Cancel

7. You will now have a negative balance on file representing your purchased credits. Any player registration from your club **will automatically draw from this amount when paying for player registration**. You will be prompted to pay by credit card when the balance runs low.

NOTE: You must enter the amount covering the entire balance of the players you want to register **at that time**. If your credit is lower than the amount owed, the amount you currently have on your credit will not deduct from the amount owed.

Payment Method

Change Payment Method

TOTAL BALANCE: \$-90.00

DUE NOW: \$0.00

Payment Terms

8. Go to Club Management - Registrations and click **Pay Now** to pay your Balance. If you have enough credit, you will choose the **Account Credit** option to draw the money from your pre-paid credit.

Communications

Club Management

Dashboard

Team Registrations

Forms And Requests

Teams

Players

Managers

Coaches

Roster Builder

Registrations

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance |
|-----|-------------------------------|-------------------|--------------|---------|--------|---------------|-------------|-----------------|------------|
| 279 | Does not allow self invoicing | Player | Competitive | \$25.00 | 517 | 517 | \$12,925.00 | \$12,925.00 | \$0.00 (0) |
| 280 | Does not allow self invoicing | Player | Recreational | \$13.00 | 5 | 5 | \$65.00 | \$65.00 | \$0.00 (0) |

US Club Soccer

Account: Chargers SC CLW - Registration

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance |
|-----|-----------|-------------------|---------|-------|--------|---------------|----------|-----------------|-------------|
| 17 | Player | Competitive | \$24.00 | 19 | 19 | \$456.00 | 18 | \$432.00 | \$24.00 (1) |
| 591 | Coach | Competitive | \$25.00 | 3 | 3 | \$75.00 | 3 | \$75.00 | \$0.00 (0) |
| 604 | Manager | Competitive | \$25.00 | 1 | 1 | \$25.00 | 1 | \$25.00 | \$0.00 (0) |

Balance: \$24.00 (1)

Pay Now

US Club Soccer

Account: Chargers SC CLW - Registration

| ID | Role Type | Competitive Level | Fee | Total | Billed | Amount Billed | Invoiced | Amount Invoiced | Balance |
|-----|-----------|-------------------|---------|-------|--------|---------------|----------|-----------------|-------------|
| 17 | Player | Competitive | \$24.00 | 19 | 19 | \$456.00 | 18 | \$432.00 | \$24.00 (1) |
| 591 | Coach | Competitive | \$25.00 | 3 | 3 | \$75.00 | 3 | \$75.00 | \$0.00 (0) |
| 604 | Manager | Competitive | \$25.00 | 1 | 1 | \$25.00 | 1 | \$25.00 | \$0.00 (0) |

Balance: \$24.00 (1)

Pay Now

Account Credit - \$24.00 (1)

Credit Card - \$24.00 (1)

HOW TO PAY AN INVOICE AS A CLUB

This article will show you how to Pay an Invoice as a club that has been created for Recreational Players (Direct Registration) and background checks.

1. From the **Dashboard**, scroll to the bottom and click on the **Acct# and name**. (This is the fastest option).

Registration Billing

| | |
|---|---|
| Acct # | Organization |
| 3682021 - Florida Youth Soccer Association - Demo | Florida Youth Soccer Association - Demo |

2. Once here, you will select **Change Payment Method** close to the top of the page.

Contact Email: joshb@capecoralsoccer.com
Category: Registration
Payment Method: **Change Payment Method**

TOTAL BALANCE
\$5,300.00

DUE NOW
\$5,300.00

Invoices

Total: \$5,300.00

| ID | Date Due | Description | Auto Pay | Auto Pay Complete | Amount | Payment |
|--------|------------|--------------------------------|----------|-------------------|------------|---------|
| 459127 | 10/01/2020 | Member registrations for 20/21 | No | No | \$5,300.00 | |

Payments

Total: \$0.00

3. On the landing page, you will enter your card information and select Change Payment Information

Account #205599 / Change Payment Method

Select payment method
Credit Card

Credit Card Information

Credit Card Number

Expiration Month Expiration Year CVV Postal Code

Change Payment Method



4. Once the card has been entered, you will be brought back to your billing page and see that the card is on file. Click **Pay Now** to process payment.

Contact Email: joshb@capecoralsoccer.com
Category: Registration
Payment Method: ****1687 Change Payment Method

TOTAL BALANCE: \$5,300.00 DUE NOW: \$5,300.00

Invoices Total: \$5,300.00

| ID | Date Due | Description | Auto Pay | Auto Pay Complete | Amount | Payment |
|--------|------------|--------------------------------|----------|-------------------|------------|---------|
| 409127 | 10/01/2020 | Member registrations for 20/21 | ✗ | No | \$5,300.00 | |

Payments Total: \$0.00

SAFE SPORT FILTER TIP!

GotSport now has a helpful filter setting that lets you determine which players must complete Safe Sport, allowing you to email them quickly. Click Club Management -> Players to set the following filters. Checkmark the box next to "Name" to send an email. Click "Save Search" to avoid setting your filters each time.

Player Seasonal Year: 23/24
Player Affiliate Name: USYS
Player Age or Older: 18
Player Age on Date: 07/31/2024
Player Safe Sport: Not Created (Can be changed to Approved)

Search Add Filter (5) Save Search Can add additional filter for competitive level or a specific team Clear

50 Per Page

Players

Displaying Users 1 - 50 of 255 in total All on page selected. Select all 255 Players in collection?

Bulk Actions (50) Send Message Register Comp Level/Affiliation Add Flag Create Form Registrations Archive Players Bulk Register Remove Club Role

Add to Team Remove from Team

Place a check mark here to email all players with this requirement outstanding

| <input checked="" type="checkbox"/> Name | Teams | Email/UserID | Gender | DOB | Age | Level | Phone |
|--|-------|--------------|--------|-----|-----|-------|-------|
|--|-------|--------------|--------|-----|-----|-------|-------|

Questions? Email jcannon@fysa.com or submit a [support ticket](#) to FYSA.